

# DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

	REFERRED FOR ACTION
	ANSWER FOR MY SIGNATURE
	FOR FILE
	FOR YOUR INFORMATION
	FOR SIGNATURE
	_ RETURN TO ME
	PLEASE SEE ME
	PLEASE TELEPHONE ME
	FOR APPROVAL
	PLEASE ADVISE ME
BY _	DATE
BY	DATE
BY _	DATE

#### PROJECT CAPTION

#### **MEMORANDUM**

TO: MS. PATTY O. PARSONS

DOTD FINANCIAL SERVICES ADMINISTRATOR

FROM:

REAL ESTATE TITLES & ACQUISITION MANAGER

DATE: October 6, 2003

Owner Name \*

SUBJECT: Parcel No. \*

The attached Real Estate Check No. \*, dated \*, in the amount of \$\* is being returned to you for cancellation for the following reason:

### USE ONE OF THESE FOUR PARAGRAPHS FOR THE REASON, OR WRITE TOUR OWN. DELETE THE OTHERS

Incorrect vendor number keypunched. Please reissue to correct vendor using same Real Estate Voucher No. \*.

Incorrect amount keypunched. Please reissue in correct amount using same Real Estate Voucher No. \*.

Expropriation is no longer necessary. A new check will be ordered at a later date.

Right of Way plans are being revised. A new check will be ordered at a later date.

## USE FOLLOWING FOR STALE DATED CHECKS. INCLUDE REASON CHECK IS STALE DATED.

Check is stale dated and is to be reissued by attached Real Estate Voucher No. \*, dated \*.

REASON:

ATTACHMENT

cc: Ms. Ashley Richard

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

RECOMMENDED FOR APPROVAL DATE

APPROVED DATE